

## **Rules of recognition and credit transfer in official master studies**

### **I. Credit Recognition**

1. The University of Navarra may recognize studies coursed in other curricula which led to the recognition of an official master's degree, in the University of Navarra or in any other University center which teaches those –or equivalent- degrees.
2. Similarly, it may recognize those credits completed in other official higher education institutions or in university education centers leading to the obtainment of other degrees referred to in the Article 34.1 of the Organic Law of Universities 6/2001, December 21.

Likewise, accredited work and professional experience may also be recognized as credits computing for the obtainment of an official degree, if that expertise is related to the distinctive capabilities of that degree.

The total maximum number of credits which could be achieved through both work or professional experience and unofficial university teachings can't be greater than, in total, 15 per cent of the total number of credits constituting the curricula. The recognition of these credits won't be included in the qualifications and won't be computed in the score of the transcript.

Having stated that, credits from own degrees may be exceptionally recognized in a greater percentage or as a whole if the degree has been extinguished and has been substituted for an official degree. This circumstance shall be stated in the Verification Report of this official degree as well as the perceptive information related.

3. By no means may the credits recognized be those corresponding to the final master project.
4. Apart from those already stated, those subjects coursed in other Universities during exchange programs or agreements subscribed by the University of Navarra may also be recognized.
5. This recognition will be reflected in the student's transcript and will be computed for the obtainment of an official degree, after having paid the fees established in each case.

### **II. Credit Transference**

6. All credits which have been obtained in past official teachings will also be included in the student's transcript, if they haven't led to the obtainment of an official degree.
7. All credits obtained from official teachings coursed in any university –whether transferred, recognized or passed to obtain the corresponding degree- will be

included in the student's transcript and reflected in the European Diploma Supplement.

### **III. Procedure**

8. The student will have to present his application for the recognition in the Main Offices of the University of Navarra to be registered. The student should also attach his certificate accrediting the completion and program of the studies to be recognized.

The Main Offices will then send the recognition transcript to the center responsible for the Master.

The competences acquired in previous studies will then be evaluated by the Commission of master recognition which will issue the corresponding recognition certificate.

Taking into account the recognition certificate, the Board of Directors will then give a final resolution.

The Main Offices will communicate the decision to the student by postal mail and e-mail.

### **IV. The Recognition Commission**

9. Each master will have its own Recognition Commission -designed by its center- which will conduct a study of the accredited competences to issue the recognition certificate.